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Administrative Procedures (101)

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S-E-C-R-E-T

ADMINISTRATIVE PROCEDURES # 75

FIRST WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTR25X1DR(S)	REQUIRED READING
	0830 - 0910	136	Course Administration and Introduction		
	0920 - 1020	136	National Security Council		
18 Nov	1030 - 1200	136	Security of Employee Outside Activities		Organization
(Mon)	1300 - 1400	136	Organization of DDS		
	1410 - 1700	136	Office of Personnel Staff and Personal Services		Organization (S 1 - 140)
	0830 - 1020	136	Organization of DDP		
	1020 - 1110	136	Use of Agency Regulations and Manuals		Organization (S 1 - 130)
19 Nov	1120 - 1220	136	Medical Office Procedures		Lecture Outline
(Tues)	1320 - 1430	136	Basic Principles of Supervision		
	1440 - 1700	AUD	THE ANIMAL FARM and Critique		
	0830 - 1030	136	Organization of DDP		
20 Nov	1040 - 1200	136	Functions of Area Divisions and Overseas Installations		DDP Organization
(Wed)	1300 - 1700	136	Dispatch and Pouch Manifest Procedures and Practice		Area Divisions
					Dispatch and Pouch
	0830 - 0900	136	Review of Dispatch Practice		
	0900 - 1000	136	Dispatch and Pouch Manifest Test		
21 Nov	1010 - 1200	136	Domestic Travel		Domestic Trave
(Thurs)	1300 - 1500	136	Domestic Travel Practice		
	1510 - 1700	AUD	Records Integration Functions		
	0830 - 0900	136	Review of Domestic Travel		
	0900 - 1030	136	Domestic Travel Test		
22 Nov	1040 - 1130	136	Office Administration Unit		
(Fri)	1230 - 1400	136	Leave Regulations		Leave Regulations
	1410 - 1500	136	Review for Objective Test A		
	1510 - 1700	136	Objective Test A and Critique		

(AUD) Auditorium (C) Critique (L) Lecture (F) Film (P) Practice (T) Test (R) Review

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ADMINISTRATIVE PROCEDURES # 75

SECOND WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTRUCTOR(S)	REQUIRED READING
	0830 - 1230	136	Message Writing and Cable Procedures and Practice	25X1	Message Writing and Cable Lecture Outline; Cable HB Sec. I, III, IV, V, VII, and Appendix A and B
25 Nov (Mon)	1330 - 1500	136	Critique of Cable Practice		
	1510 - 1630	136	Critique of Dispatch and Travel Tests		
	1640 - 1700	136	Study for Cable Test		
	0830 - 1010	136	Message Writing and Cable Test		
26 Nov (Tues)	1020 - 1145	136	Name Checks		Name Checks
	1245 - 1430	136	Project Procedures		Administrative Project Procedures
	1440 - 1540	136	Introduction to Clandestine Activities		
	1550 - 1700	136	The Agent		
	0830 - 1000	136	Agent Handling		
	1010 - 1130	136	Cover		
27 Nov	1230 - 1330	136	Elicitation Skill		
(Wed)	1340 - 1500	136	Communications		
	1510 - 1600	136 / AUD	Surveillance		
	1610 - 1700	136	Critique of Film		
28 Nov (Thurs)	H O L I D A Y				
	0830 - 0950	136	Summary of Tradecraft		
	1000 - 1145	AUD	WALK EAST ON BEACON		
29 Nov	1245 - 1445	136	Tradecraft Test and Objective Test B		
(Fri)	1455 - 1530	136	Critique of Cable Test		
	1540 - 1700	136	Critique of Tradecraft Test and Objective Test B		

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ADMINISTRATIVE PROCEDURES # 75

THIRD WEEK

DATE	TIME	ROOM	SUBJECT and NATURE of INSTRUCTION	INSTR25X1R(S)	REQUIRED READING
2 Dec (Mon)	0830 - 1200	136	Foreign Travel Claims and Practice		Foreign Travel
	1300 - 1400	136	Review of Foreign Travel		
	1410 - 1700	136	Foreign Assignments	25X1	
3 Dec (Tues)	0830 - 1015	136	Foreign Travel Test		Field Property Records
	1025 - 1225	136	Field Property Records		
	1325 - 1525	136	Field Property Records Practice		Finance Procedure Payments to Overseas Personnel
	1535 - 1700	136	Payments to Overseas Personnel		
4 Dec (Wed)	0830 - 1030	136	Field Property Records Test		Field Uniform Records Procedures
	1040 - 1200	136	Field Uniform Records Procedures		
	1300 - 1700	136	Class B Accounting Procedures		
5 Dec (Thurs)	0830 - 1230	136	Class B Accounting Practice		
	1330 - 1610	136	Accounting Test		
	1620 - 1700	AUD	OPERATION TYPEWRITER		Shipment of Car and Household Effects
6 Dec (Fri)	0830 - 0950	136	Shipment of Car and Household Effects		
	1000 - 1200	136	Critiques of Foreign Travel, Property and Accounting Test		
	1300 - 1350	136	Review for Objective Test C		
	1400 - 1530	136	Objective Test C		
	1540 - 1700	136	Course Administration and Critique of Objective Test C		

(R) Review

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25X1
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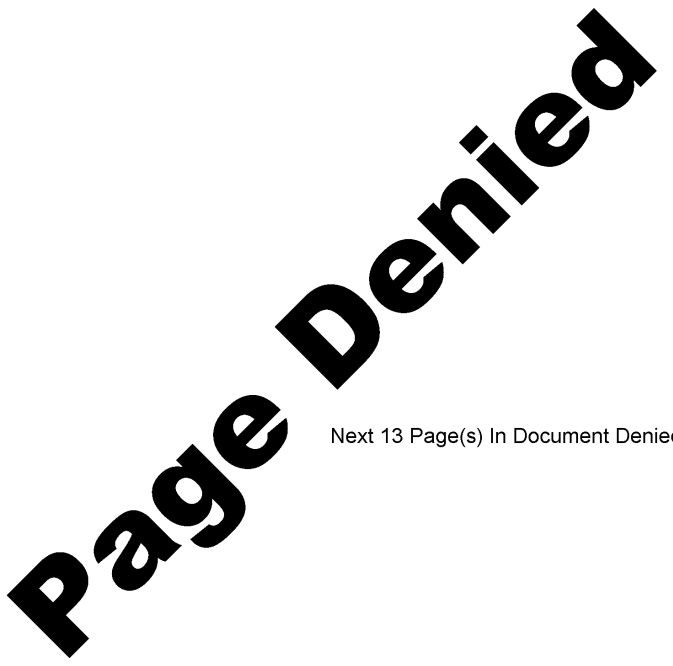

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